

# Lima Student/Parent Handbook



2016-2017

## **Forward**

Welcome to the Home of the Lima Bears where spirit, pride, and tradition are the attributes of a school in which our community takes pride.

Our goal is to provide our students with a quality education so that every student achieves his/her full academic potential. Students will be stimulated to do their best, challenged to prepare for a rapidly changing world, and to develop a positive attitude toward learning. Your academic success in school will be up to you. Those of you who come to school with the idea of getting as much education out of it as you can are the ones who will benefit. School is what you make it - the harder you try the more you will receive in return.

Besides being involved academically, we hope that you participate in the many activities that the Lima Public Schools have to offer. By taking part, you are helping to carry on the tradition of "Bear Pride". In turn, your school years will be memorable and meaningful.

Students have the right to a public education as provided by the Montana Constitution. Students also have a corresponding responsibility to others in the school community, and to establish a climate for the rights of students. Correspondingly, it is impossible to list all student responsibilities. School policy is written to address problems, situations, and concerns that may arise during a school year. Since students are individuals, the problems and solutions can also be individual. This student handbook and its wording and the Lima School District policy manual are not expected to cover all possible scenarios. It is understood some areas will not be specifically addressed in this handbook. In this event, the administrator will use his/her best judgment in solving the problem or concern.

This hand book is a summary of specific school policies. Governance and actions involving the school district, students, and staff will be based on the actual policy/policy manual. The hand book will be used as the governing document in the event no policy exists. Additions, deletions, and modifications to all policies will be publicly noticed on board agenda; public comment at the board meetings is encouraged. The policies summarized within the hand book can be viewed in their entirety by visiting the school during normal school hours or by special appointment.

## **Student Information**

In order to operate a school district in the most efficient manner and to the satisfaction of all those concerned, it is necessary that we have a few simple regulations to guide you during your activities in and around the school. We are not desirous of establishing a set of rules that regulate you in the "do" and "don't" manner unless it becomes absolutely necessary.

Please read these regulations carefully and do your utmost to carry them out to the best of your ability. You will be contributing greatly in helping Lima Public Schools be one of the best schools in Montana.

## **Enrollment**

Attending the schools of the District shall be recognized as a right and responsibility for those who

meet the entrance requirements. Every resident of the District who satisfies the minimum entry age requirement and is less than 19 years of age has the right to enroll and attend the District's schools. Trustees may at their discretion assign and admit a child to school in the District who is under six years of age or an adult who is 19 years of age or older, if there are exceptional circumstances that merit waiving the age provision of this section. All children in Montana are entitled to a free, appropriate public education provided in the least restrictive setting. The Board of Trustees maintains a special education program, for every exceptional student, as herein defined between the ages of 3 and 19. (20-7-411 MCA)

To be eligible for kindergarten, a child must have attained his/her fifth birthday on or before September 10th of the enrolling year. To be eligible for first grade, the child must have attained his/her sixth birthday on or before September 10th of the year of enrollment. The parents of a student that does not meet the age requirement may appeal to the Board of Trustees for a waiver of the age deadline for a kindergarten student who may be considered "ready". All students must present proof of State required immunizations or necessary certificate/proof or a waiver before they are allowed to be enrolled. Students without proof of immunization may be sent home and/or not allowed to be enrolled. A child will be allowed to enroll in Lima High School as a student providing he/she has attempted the eighth grade and that he/she meets one or more of the following criteria: The student is a graduate of an accredited elementary school. The student enrolls the school year following his 14th birthday and agrees to work on requirements for Eighth Grade Graduation. The student is placed in an ungraded situation. The student is placed in a special program because of a special needs condition. The student is a graduate of a non-accredited school and is subject to testing to determine correct placement.

Anyone who has not graduated from the eighth grade and who has not attained the age of sixteen is required by law to be enrolled and in attendance at school each day except for the cases of illness and bereavement, or other excuses as prescribed by the Board of Trustees. Parents who abuse this law will receive one warning, but thereafter will be referred to the County Superintendent, our truant officer. State Law mandates attendance at school and places that responsibility on the parents with penalties for the parents if they do not comply with the law.

### **Immunizations**

Montana law requires that all children entering Montana schools be immunized against diphtheria, tetanus, polio, measles, chicken pox, and rubella. Every student attending Lima Schools must have the required shots or he/she may not attend school. Parents/guardians, who wish to apply for an exemption to the immunization rule, must show a notarized statement from a church official that verifies that the immunizations are contrary to the religious tenets and practices. (20-5-404 MCA).

### **Handling and Caretaking of Prescription Medications and Over-The Counter Medication**

The district strongly encourages administration of medications at times other than during the school day. However, it is recognized that such a practice may not always be feasible.

Therefore, the district shall provide caretaking/handling of prescription medication when requested by a parent. When the aforementioned requirements have been met, responsibility for caretaker/handling functions shall be assumed by building level central office personnel or their designees.

All over-the-counter medication will be administered in accordance with Lima School District Policy #3416.

### **Montana Authorization to Possess or Self-Administer Asthma, Severe Allergy or Anaphylaxis Medication**

For a student to possess or self-administer asthma, severe allergy, or anaphylaxis medication while in school, while at a school sponsored activity, while under the supervision of school personnel, before or after normal school activities (such as while in before-school or after-school care on school-operated property), or while in transit to or from school or school-sponsored activities, a form 3416 F1 must be completed by both the student's doctor and a parent and be placed on file with the school office. This form can be found in the Lima School Policy Book within Policy 3416 and is authorized by MCA (20-5-420)

### **Texts and Supplies**

Students are expected to pay for loss of books and equipment and for any unusual wear and tear on such items. The amount of the fine shall be left to the discretion of the administration.

### **Attendance Policy**

This attendance policy is based on the theory that prompt and regular attendance in school is the beginning of dependability in adult business, personal, and social life. Furthermore, regular attendance is important, because valuable skills and information gained in the classroom may or may not show up on tests or be reflected in an academic grade. The general welfare of all students is best served by regular attendance. Completion of a course at Lima High School and Junior High school will be defined as sixty percent (60%) mastery of the material and attendance to include not more than ten (10) unexcused absences per semester.

The student must present a note, email, or text from parents/guardian explaining all absences. See below for what qualifies as an EXCUSED absence.

The student will have one day for every day absent to make up assignments. The teacher may allow more time at their own discretion.

When a student is absent without notification to school administration, the parent will be contacted by telephone, email, or text by the school secretary.

A student will be allowed ten (10) unexcused absences per semester. Any unexcused absence beyond that number may mean a loss of credit in those subjects missed. Determination of credit loss will be determined by the Superintendent based on a recommendation of the Attendance Committee.

The ONLY absences that are considered EXCUSED include:

- I. Absences verified by documentation from a medical provider (doctor, eye, dentist, orthodontist, etc);
- II. Those that occur due to school-sponsored activities since these are considered an equivalent educational experience. These exemptions will apply to students

- participating in sports events, cheerleading, music-related events, academic field trips, and others deemed co-curricular;
- III. Bereavement in the immediate family (grandmother, grandfather, father, mother, sister, brother). Any extended bereavement may be reviewed by the Superintendent;
  - IV. Subpoenas to appear in court or court-ordered out-of-district placements for special services.

After six unexcused absences, a letter will be sent to the student's home, indicating the severity of the situation and explaining in detail the alternatives for non-compliance.

After incurring the tenth (10th) unexcused absence, the student may have credit withheld. That student, with parental accompaniment, may be required to appear before the Attendance Committee. The Attendance Committee will review the absence report and recommend to the Superintendent whether the student should/should not have credit withheld.

Any decision to withhold credit can be appealed to the Board. The decision of the Board will be final.

### **Tardiness**

Three un-excused tardies in a semester will result in the student being assigned detention. Detention will be served after school for 45 minutes. The parents of the student are responsible for transportation to and from Detention if necessary. Students who choose to miss an assigned detention will be assigned one-day of in-school suspension.

### **Student Withdrawal**

Any student desiring to transfer to another school and/or drop out must have written consent of the parent or guardian. After submitting written permission to the superintendent, the student must go to each teacher and extracurricular activity sponsor with a withdrawal slip. Each withdrawal slip must be initialed by each teacher after books, school equipment, or other school properties are turned in and fees and fines are paid. No records will be forwarded or grades recorded until all responsibilities are fulfilled.

### **Transfers and New Students**

A student who transfers into the Lima District (including those coming from a home schooling situation) will have a probationary period, not to exceed 10 school days, at the grade level the student states he/she is at. During this probationary period, the student will be observed and possibly tested to determine his/her functional grade level. If, at the end of the probationary period, it is found that the student was misplaced, he/she will be placed at the appropriate grade level. The transfer student's transcripts will be evaluated for credit toward graduation by the Superintendent.

### **Emergency Situations**

In the event of an emergency, the Superintendent or designee, acting under the Board's authority, will close the school and arrange transportation for all bus students. Emergencies are defined as: natural disasters, bomb threats, civil defense alerts, fire and/or shutdown of essential facilities.

All students and staff will participate in emergency drills. The following procedures are to be

followed for fire and disaster drills:

1. Walk, do not run.
2. Leave in an orderly manner following the plan posted in the room and/or the Teacher's verbal directions.
3. Remain at least 50 feet from the building until signaled to return to the building.
4. Students are to remain with their classroom group. Roll will be taken.
5. Remain outside the building until the "all-clear" signal is given.

### **Lock Down**

In the event that we have an unknown intruder or other dangerous situation, we will go into Lock Down. Should this happen you will hear an announcement over the intercom system of an intruder on campus. If you hear this, go immediately to the nearest classroom. If already in a classroom, follow the teacher's instructions. It is important for your safety to follow the teacher's instructions the first time they are given. You must also be very quiet until the "all clear" is given over the intercom system.

### **EARTHQUAKE:**

Instructions

1. All teachers and student will remain in rooms unless instructed otherwise.
2. The administration, supervising teachers, and/or custodian will decide whether or not to evacuate the building.
3. Fire drill procedures will be used if evacuation is necessary.

Protective Measures

Classrooms

- A. Remain in the classroom, taking a prone or crouched position under desks, tables, or other heavy furniture, away from window areas. Take advantage of any shelter in the room.
- B. Doors will be left open or ajar to prevent jamming.

Restrooms

- A. Stand or crouch close to inner walls and protect heads.
- B. Remain in restroom until tremor is over.

Gym/Multi-Purpose

- A. Remain in room and if able get under tables.
- B. If unable to get under something then move to inner wall, crouch down, and protect your head.

Halls

- A. Move to the nearest wall, crouch down, and protect your head.

Outside

- A. Move quickly away from buildings to open area. Stay away from walls, trees, overhead wires, etc. Assume a crouched or prone position.

### **Transportation**

School buses are regulated by State Law. Once a student enters a school bus, he/she is required to ride to the school or to his/her home drop off place unless he/she has written permission from a parent/guardian to be allowed off elsewhere. Students who ride buses are to abide by the following regulations for the safety of themselves, other riders, and the driver:

1. Follow the driver's instructions the first time they are given.
2. Never stand in the roadway while waiting for the bus.
3. The driver is in charge of the pupils and the bus.
4. Pupils must be on time. The bus cannot wait beyond its regular schedule for those who are tardy.
5. No use of tobacco, illegal substances or alcohol is allowed at any time.
6. Unnecessary conversation with the driver is prohibited.
7. Classroom conduct is to be observed by pupils while riding the bus, except for ordinary conversation. No horseplay is permitted.
8. Pupils must not at any time extend arms or head out of the bus windows, nor are they to throw anything from them.
9. Pupils must not try to get off the bus or move about within the bus while it is in motion.
10. Pupils must observe instructions from the driver when leaving the bus.
11. Any damage to a bus by a student must be paid for by the student responsible for the damage.
12. Older students who "manage" or intimidate younger students are liable for disciplinary action.

Failure to follow these regulations may result in suspension from riding the school bus. Disciplinary actions for bus misbehavior will be the same process as all other discipline by the Superintendent and/or Board of Trustees.

Students who are not regular passengers may ride the bus with permission from the school administration and written permission from the parent/guardian.

### **Classes**

Classes run from 8:25 A.M. to 3:45 P.M. Under ordinary circumstances, no student needs to be at school prior to the time the buses arrive at approximately 8:15 A.M. Students should exit the building by 3:55 P.M. unless under the supervision of an adult.

### **Dropping or Changing Courses**

A student may withdraw from an elective course only during the first week after the beginning of the semester. An elective course may be added or dropped at the end of the semester by contacting the counselor and with the consent of both teachers involved. Administrative consent is also required for all drop-add courses.

### **Grading System**

All semester marks are entered in permanent school records together with the complete record of attendance. Teachers may use any valid grading system for daily work in their classes including the option to weight scores for tests/projects. The lowest passing grade is a 60%. The following is a breakdown of the grading scale and the letter grade equivalents.

For Students in the class of 2017, 2018, and 2019 the following scale will be used.

A = 100-90  
B = 89-80  
C = 79-70  
D = 69-60  
F = 59-0

For the Class of 2020 and beyond, the following scale will be used.

A = 100-92  
A- = 91.9 - 89.5  
B+ = 89.4 – 87.5  
B = 87.4 – 82  
B- = 81.9 – 79.5  
C+ = 79.4 – 77.5  
C = 77.4 – 72  
C- = 71.9 – 69.5  
D+ = 69.4 – 67.5  
D = 67.4 – 60  
F = 59.9 - 0

Students receiving special education services will be graded as determined by the student's Individual Education Plan (I.E.P.). In most cases this will utilize the percentages as established above.

### **Records**

Teachers are to have grades averaged by the third school day following the end of a grading period. The reports will be mailed home for students in grades 5-12 on the fourth business day following the end of the grading period. Students' attendance will be recorded in a register in the office and on the report card.

### **Semester Exams and Grades**

The method of arriving at a semester grade will be as follows: First and second quarters grades will be totaled and divided by two (2). This average will be multiplied by .90; the semester test grade multiplied by .10 will then be added to the average. The result will be the semester grade.

**Formula**  $(Q1 + Q2)/2 \times .90 + (\text{Semester 1 Test} \times .10) = \text{First Semester Grade}$   
 $(Q3 + Q4)/2 \times .90 + (\text{Semester 2 Test} \times .10) = \text{Second Semester Grade}$

Semester exams are an integral experience for any high school student who wishes to pursue post high school studies. Therefore, all teachers for grades 7-12 are required to give semester exams/projects unless IEP modifications require alternative assessments.

### **Honors and Honor Roll**

The Valedictorian and Salutatorian will be selected from students with a 3.00 or greater GPA. A student must be enrolled at Lima High School on/by the eleventh day of the student's senior year and continuously from the eleventh day on to be eligible for either of these honors.

For the purpose of determining commencement speakers, the Valedictorian/Salutatorian will be designated at the completion of the seventh (7th) semester of the student's high school education. If the cumulative GPA of Valedictorian/Salutatorian candidates is within 0.25 GPA points then the commencement speakers will be announced as Honor Students. The final determination of Valedictorian/Salutatorian will be based upon the completion of the eighth (8th) semester cumulative GPA.

### **Honor Roll**

To be on the A Honor Roll a student must have a minimum GPA of 3.60.

To be on the B Honor Roll a student must have a minimum GPA of 3.00.

### **Graduation Requirements**

Requirements for high school graduation:

<b>Course</b>	<b>Credits</b>
English/Language Arts	4
Mathematics	3
Science	2
Social Studies	3 (1 Credit of US History or Civics)
Health Enhancement	2
Computers	1
Fine Arts	1
Vocational/Practical Arts	1
Electives	8

Correspondence or summer credits will be allowed toward the high school requirements at the discretion of the Board.

Additionally, students will be required to take either the ACT as part of the State Wide Assessments during their 11<sup>th</sup> grade year. Students will pay for additional test attempts.

### **High School Grade Level Placement**

The following is a guide for determining grade level placement for high school students:

Grade 9 (Freshman): 0-7 Credits

Grade 10(Sophomore): 8-15 Credits

Grade 11 (Junior): 16-23 Credits

Grade 12 (Senior): 24+ Credits

### **Requirements for 8<sup>th</sup> Grade Promotion**

Students must pass three (3) of the four (4) core classes (science, math, language arts, and social studies). Additionally they will be required to pass both math and language arts to be placed in the corresponding freshman level courses. Failure to complete these two courses in the 8<sup>th</sup> grade with passing grades will result in the student retaking the courses their freshman year.

### **Special Education**

Special Education classes are available to students with special needs without regard to race, creed, color, sex, or national origin. All children who fall between the state mandated ages of 6 through

19 years inclusive are entitled to an appropriate education. An exception to compulsory attendance for a child can only be made by a Child Study Team. The Child Study Team will make its determination based on specific documentation that the child cannot attend school because the nature or the severity of the special need is such that education in the public school setting with the use of supplementary aids and services cannot be achieved satisfactorily.

### **Guidance and Counseling**

Our school has one major goal - to assist each student to gain the most from his/her educational opportunities and to make the best use of his/her individual abilities. The basis for the entire program is directed toward assisting each student to fulfill his/her potential. Information is made available to each student to enable them to make their own choices as intelligently as possible.

Students and/or parents are urged to consult with the counselor on any problem the student may have with school work, occupation information, course selection, scholarships, or problems of a personnel nature.

The counselor welcomes visits from the school personnel also, and will attempt to supply any available information that will help them.

### **School Network**

Internet access and interconnected computer systems are available to the District students and faculty. Electronic networks including the Internet are a part of the District instructional program in order to promote educational excellence by facilitating resource sharing innovations and communication.

In order for the District to be able to continue to make its computer network and Internet access available to all students, each one must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and internet access may jeopardize the ability of all students to enjoy such access. While the District's Teachers and other staff will supervise use of network and Internet access they must have student cooperation in exercising and promoting responsible use of this access.

All use of the District's electronic network must be: (1) in support of education and/or research, and to further the district's educational goals; or (2) for school business. The use of the district's network is a privilege and not a right. Students will have no "expectation" of privacy in any materials sorted, transmitted or received via the district's network or computers. The Lima District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice, all usage of the computer network and internet access, and all information transmitted and/or received in connection with such usage. The following are unacceptable uses and constitute a violation of this handbook:

- violate the law or encourage others to violate the law;
- cause harm of defamation to others;
- damage to school or personal property;
- jeopardize the security of student access and/or the school's computer network;
- and uses that are commercial transactions that are not school related.

### **Warranties/Indemnification**

The school district makes no warranties of any kind, express or implied, in connection with its provision of access to and use of its computer network and the Internet provided under Policy 3612. The District is not responsible for any information that may be lost, damaged, or unavailable when using the network, or for any information that is retrieved or transmitted via the Internet. The District will not be responsible for any unauthorized charges or fees resulting from access to the Internet and any user is fully responsible to the district and shall indemnify and hold the District, its Trustees, administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from such user's access to its computer network and the Internet, including but not limited to, any fees or charges incurred through purchases of goods or services by the user. The user or if the user is a minor, the user's parent (s)/legal guardian (s) agree to cooperate with the District in the event of the school's initiating an investigation of the user's use of his/her access to its computer network and the Internet.

### **Violations**

If any user violates Policy #3612, the student access will be denied, if not already provided, or withdrawn and he/she may be subject to additional disciplinary actions. The superintendent/principal will make all decisions regarding whether or not a user has violated this policy and any related rule or regulations and may deny, revoke, or suspend access at any time, with his/her/their decision being final

### **Confidentiality of Student Information**

Personally identifiable information concerning a student may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or if the student is 18 or over the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet. A supervisor, teacher or administrator may authorize the release of directory information as defined by laws, for Internet administration purposes or approved educational projects and activities.

Each student and his/her parent (s)/legal guardian (s) will be required to sign and return to the school at the beginning of each school year the Internet Access Conduct Agreement prior to having access to the Districts computer system and/or Internet services.

### **Release of Information**

Lima school will release student information to armed forces recruiters, the news media, and the public through sports programs. Information such as student ages, addresses, height and weight are the kinds of information that may be released.

Parents who do not wish to have this information released regarding their student must notify the school in writing.

### **Building Regulations**

During nice weather, students are to be outside for recess. If the weather is not conducive to being outside, students may be in the gym with playground aide supervision for recess. Street shoes are

not to be worn on the gym floor. Balls are not to be bounced off the gym walls or ceiling. There is to be no flammable material used in the building except for in class, maintenance, and kitchen purposes.

### **Acknowledgement Concerning Use of Student Parking Lots**

It is acknowledged and understood that:

1. Students are permitted to park on school premises as a matter of privilege, not a right.
2. The School System retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property.
3. The School District may inspect the interiors of student automobiles whenever a school authority has reasonable suspicion to believe illegal or unauthorized materials are contained inside the automobiles.
4. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.
5. Failure to provide access to the interior of a car upon request by a school official will be subject to school disciplinary action, and treated as willful disobedience.

Students may park their automobiles in the designated areas of the parking lot. Vehicles parked in the high school parking lot must be parked facing either north or south and in alignment with the concrete barriers. Students who choose to park their vehicles contrary to this policy will be notified that they may not park their vehicle in the school or church lot for a period of time to be determined by the superintendent. The parents of said students will also be notified of this determination. Motorized vehicles brought to school are to be left in the parking lot from the time of the student's arrival until school is dismissed. No vehicle may be moved during school hours without permission from the office. Students are not allowed to sit in their cars during school hours.

### **Acknowledgement Concerning Student Use of Lockers**

Each student will be allowed one locker. Lockers are to be kept clean and orderly. Damage charges will be assigned to the student who is using the locker. The following guidelines should be observed:

It is acknowledged and understood that:

1. Student lockers are the property of the District.
2. Student lockers remain at all times under the control of the District.
3. Students are expected to assume full responsibility for their assigned school locker.
4. The administration or designee retains the right to inspect student lockers for any reason at any time without notice, without student consent, and without a search warrant.

Locker Etiquette:

1. Clean lockers frequently.
2. Doors should not be forced open or closed.
3. Use only hands for closing doors.
4. Keep door closed when not in use.
5. Each student is only allowed access to their assigned locker, and students are not to switch lockers once assigned.
6. Do not leave money or valuables in school or athletic lockers. The school will not be

responsible for loss of personal property.

7. Only unopened sealed drinks will be allowed to be stored in student lockers. Open drinking containers will not be allowed in the school building. Open containers will be confiscated and their contents disposed of.
8. One locker will be provided for PE and athletics.
9. If students choose to lock their lockers, a key or the combination must be on file with the office.

A student will be held financially responsible for damage to any school property entrusted to him/her, including damage to school electronic devices caused by unacceptable actions or behaviors. Students are also financially responsible for any and all athletic equipment assigned or issued to them as part of participation in school sponsored activities.

### **Cheating**

A student caught cheating in any class will be disciplined by the teacher by recording a zero for the work and a report will be given to the office. A second offense during the school year will result in a hearing by the discipline committee with the parent/guardian present and recommendations going to the superintendent. A third offense during the same school year will result in a hearing by the Board of Trustees with the parent/guardian present.

### **Uses of Electronic Devices**

The use of non-essential electronic devices by students of the Lima Public Schools is not allowed during school hours. These devices include but are not limited to cell phones with or without internet capability, Ipods, Ipads, DVD and CD players, electronic games, video cameras, camcorders, cameras, pagers, two-way radios, and/or other instant messaging devices. Teachers will provide students with a list of any specialized equipment needed for class.

High School students will be allowed to use cell phones or electronic devices on school buses/school van while traveling to school sponsored activities, provided that the electronic device is either deposited in the bus lock box, or given to the activity sponsor or coach upon leaving the bus/van. Junior high and elementary students will not be allowed to have electronic devices of any kind on school property during school hours, to include school buses while on school sponsored activities. Students will always have access to the school cell phone while on school trips. The school cell phone number is: 925-1407.

### **Conduct**

Conduct in the school should reflect the maturity of responsible students. Disciplinary action shall be restricted to correcting the behavior which occurs on school grounds, on the way to and from school, or while representing the school at a student activity.

### **Backpack Use**

Since Lima Schools provides adequate locker space in close proximity to all classes. Backpacks may only be used to transport books and other personal items to and from school. The carrying of backpacks is not allowed throughout the normal school day. Students cannot carry them before or during class or during lunch time. If a backpack is used to bring student equipment to the school it will be placed in the students locker and left there until the student leaves to go home at the end

of the educational day. In adherence to other existing policies, backpacks may be searched by school administration if deemed necessary.

### **Student Personal Appearance**

Students are expected to dress neatly and be clean. It is a matter of personal and school pride to dress using good taste and to maintain high standards. Attire that disrupts the educational process will not be permitted to be worn.

The following rules for dress will be enforced:

1. Shoes must be worn by all students. No flip flops or house slippers allowed.
2. Shirts will have no bare midriff or back (regardless of movement) and shirts will cover the shoulders, not reveal any portion of a female's bra and may not have revealing necklines.
3. Students may not wear sunglasses, hats, or head wraps inside. The only exception is that hats may be worn inside the gym during Volleyball/Basketball games as well as community sponsored events in the gym which take place after school hours.
4. The bottom edge of shorts and dresses may be no shorter than (3) inches above the knee. Slits in these garments may be no higher than mid-thigh or fingertip whichever is lower.
5. Slashed jeans, pajama pants, and thin knit sweats or sweaters are not acceptable attire to be worn at school.
6. Leggings or similar attire are not acceptable unless worn with a covering garment.
7. No shirts are to be worn with suggestive wording or pictures, including drugs and alcohol.
8. Clothing with holes cannot be a distraction to any teacher or other students.

Students are encouraged to dress according to the weather conditions. The final decision on proper dress and attire will be at the discretion of the administration.

### **Student Behavior and Discipline**

One of the most important lessons education should teach is self-control. While it does not appear as a subject, it underlies the whole educational structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. To guarantee a good social and educational climate, it is important that students understand that acceptable standards will be expected at all times.

Discipline will be administered when any individuals' actions interfere with the right of teachers to teach and/or students to learn. Any school employee has the right and responsibility to correct inappropriate behavior at any place and at any time. In the absence of specific rules, the Superintendent will have the authority to make decisions about appropriateness of student behavior.

Ideally student discipline will start with the classroom teachers. When student behavior becomes insubordinate, or endangers other students or staff, student discipline will be referred to the superintendent's office. The superintendent or his/her designee will be in charge of all disciplinary matters. Options for discipline may include detention, and suspension either in-school, or out-of-school when the behavior warrants it.

The following behavior may be cause for suspension from school:

1. Defiance of school rules or regulations.
2. Interference with classroom instruction.
3. Theft, or attempted theft.
4. Fighting or other attempts to injure others.
5. Possession of firearms, knives, explosives, or other dangerous objects will be cause for suspension and/or expulsion
6. Defying authority of teachers or administrators. (willful disobedience).
7. Verbal abuse, obscene language or gestures toward any individual.
8. Harassment or intimidation of another student or staff member.
9. Damage to school property, such as the writing of graffiti, carving on property, etc.
10. Possession of a controlled substance (drugs, tobacco, alcohol or other illegal substances).

### **Disciplinary Process**

Discipline will be dealt with in an immediate manner at the discretion of the superintendent. Parents of all involved students will be called and informed of the situation.

The following stages are a guideline to discipline. The superintendent may move disciplinary action to a more appropriate stage if the severity and/or frequency warrant a more advanced discipline. This will be at the superintendent's discretion.

- Stage 1 or First referral to the office. Student will serve a minimum of two (2) hours detention after school as administered by the superintendent.
- Stage 2 or Second referral to the office. Student will serve one (1) to three (3) days in-school suspension as determined by the superintendent.
- Stage 3 or Third referral to the office. Student will serve a minimum of three (3) days suspension from school either in-school or out-of-school depending upon superintendent's discretion.
- Stage 4 or Fourth referral to the office. Student will be suspended from school or class until the Board can convene for an expulsion hearing for the student. The expulsion hearing will decide if the student will be expelled from all school activity, class activity, or any modification the Board deems necessary to remediate the student's disciplinary problems.

### **Disciplinary Committee**

At the discretion of the superintendent the disciplinary committee may be called to address disciplinary problems. This committee can be convened on short notice in order to deal with discipline in a timely manner. The committee will make recommendations to the superintendent and/or school board as to possible disciplinary actions. Note- the work of this committee is only a recommendation and actual disciplinary actions may be more or less severe at the Superintendent/Board discretion.

### **Detention**

Students may be assigned detention by the administration or any member of the faculty in response to truancy, tardiness, or other disciplinary problems. Each student is to have sufficient materials and books to study for the period, and is to cooperate with the detention supervisor. Bus students must arrange with their parents to get a ride home if detention occurs after school.

## **Saturday School**

Saturday school may be assigned by the Superintendent for continued classroom disruptions, continued negative behavior, poor attendance, or failure to complete assigned work.

## **Suspension**

A pupil may be suspended from school for an initial period not to exceed 10 school days. Upon a finding by a school administrator that the immediate return to school by a pupil would be detrimental to the health, welfare and safety of others or would be disruptive of the educational process, a pupil may be suspended for one additional period not to exceed 10 school days if the pupil is granted an informal hearing with the school administrator prior to the additional suspension and if the decision to impose the additional suspension does not violate the Individuals With Disabilities Education Act, 20 U.S.C. 1400, et. seq. MCA 20-5-202. Students suspended out of school may not at any time come on school property. Credit may be withheld for classes missed. Students may violate policies so severely or repetitiously that they will be suspended from school until an expulsion hearing before the School Board can be arranged. The administration shall inform the parent or guardian of the suspension.

Suspension will be either in-school or out-of-school suspension at the discretion of the Superintendent/Designee.

## **Expulsion**

A student could be expelled from school if a student's actions fall into the most serious category as outlined below. Should the record indicate that expulsion is necessary, written charges specifying the circumstances (disorderly conduct, willful disobedience, assault against any school district employee, and/or defiance of the authority of a teacher or other staff member), will be filed by the Superintendent. Upon receipt of said communication, the Lima Board of Trustees shall set a time and place for a hearing of the charges and shall direct the district clerk to give written notice of time and place of the hearing, together with a copy of the written charges, to be served upon the parent or guardian of the student not less than three (3) days from the date of the order setting the time and place of the hearing. The expulsion decision is solely the power of the School Trustees and shall be in writing and recorded in the minutes of the School Board meeting.

## **Drug and Alcohol Use by Students**

The Board of Trustees recognizes its share of the responsibility for the health, welfare, and safety of the students. The Board is concerned about the problems of alcohol and drug abuse and recognizes that the illegal or inappropriate use of alcohol, tobacco, prescription medications, narcotics, depressants, steroids or other controlled substances constitutes a hazard to the positive development of all students. As such, no alcohol, tobacco, prescription medications, narcotics, depressants, steroids or other controlled substances are allowed on school property, while participating in school sponsored activities, or while representing the school district. Being under the influence of these items while on school property, while participating in school sponsored activities, or while representing the school district constitutes a violation of this policy.

A student is required to obey the district handbook as well as all laws while on school grounds, while involved in school activities, and when representing the school. School personnel have the responsibility of reporting all violations and for notifying parents/guardians of those signs that may

indicate, use, abuse, or dependency. Law Enforcement will be notified. The final disposition of any situation will be determined by the administration with due consideration for the welfare of the student and of any other relevant factors involved.

Any student subject to expulsion shall be entitled to a hearing before the Board of Trustees in accordance with Section 20-5-202, MCA. Nothing in this policy shall prevent the Board of Trustees from making an alternative placement for a student in lieu of expulsion provided that such placement removes the student from the regular school program.

Anytime a student violates this policy for a second time in one school year, the parents of said student and student will be required to appear before the Board of Trustees at a regular or special Board Meeting. This appearance will be conducted in a timely manner. The student will not be allowed to return to school before this meeting takes place.

Re-admission to school after a student has been expelled from school is the sole responsibility of the Lima School Board.

The District shall keep a record of all students disciplined under this policy and the circumstance's surrounding their discipline.

If a student violating this policy is identified as a child with disabilities, either under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act, a determination must be made whether the child's conduct is related to the disability. If the violation of the policy is due to a disability recognized by the IDEA or Section 504, lawful procedures changes must be followed for suspensions of greater than ten days.

### **Drug and Alcohol Contract for School Activities**

Refer to the Athletic/Extra-Curricular Contract for school policies related to drug and alcohol use and participation in athletic or extra-curricular activities.

### **HARASSMENT**

Harassment is any conduct, verbal, written or physical, on or off campus, which has the intent or effect of unreasonably interfering with an individual's or group's educational or work performance at school, or which creates an intimidating, hostile or offensive education, work or living environment. Harassment on the basis of race, color, gender, disability, religion, national origin, sexual orientation or age includes harassment of an individual in terms of a stereotyped group characteristic, or because of that person's identification with a particular group.

The Lima Public School is committed to a positive and productive working and learning environment free of discrimination. Discrimination adversely affects morale and interferes with employee and student ability to work and learn. The District prohibits sexual harassment or intimidation of its employees or students, whether committed by a co-worker, supervisor, subordinate, contractor, volunteer or student, and finds such behavior just cause for disciplinary action. Whereas sexual harassment substantially compromises the attainment of educational excellence, the District will not tolerate such behavior between members of the same or opposite sex.

Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

This policy applies to individuals attending any events on District property, whether or not District-sponsored, and to any school-sponsored events, regardless of location.

## **DEFINITIONS**

Sexual harassment is generally defined as unwelcome sexual advances, requests for favors and other verbal, physical and/or visual contact of a sexual nature when:

- submission is made either explicitly or implicitly a term or condition of an individual's employment or education;
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or of creating an intimidating, hostile or offensive employment or educational environment. An "intimidating, hostile or offensive employment or educational environment" means an environment in which:
  - sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student or employee feel uncomfortable.
  - any aggressive, harassing behavior in the workplace or school that affects working or learning, whether or not sexual in connotation, is directed toward an individual based on their sex.

The following are some examples of sexual harassment or intimidation:

- Sexual advances which are unwanted (this may include situations which began as reciprocal attractions, but later ceased to be reciprocal).
- sexual gestures, verbal abuse, sexually-oriented jokes, innuendo or obscenities.
- displaying of sexually suggestive objects, pictures, cartoons, or posters.
- sexually suggestive letters, notes or invitations.
- employment or educational benefits affected in exchange for sexual favors.
- physical conduct such as assault, attempted rape, impeding or blocking movement, or unwelcome touching.
- hazing, or daring to perform in unsafe work or learning practices, particularly directed toward students or employees in nontraditional settings.

## **REPORTING**

1. Inform the individual that his/her behavior is unwelcome, offensive or inappropriate. DO NOT assume or hope that the problem will go away.
2. Notify a teacher, counselor, or an administrator right away. Early reporting assists any investigation.

Pending such an investigation, the Superintendent may take any action necessary to protect the alleged victim, other employees or students consistent with requirements of applicable regulations and statutes, if any. Consistent with the requirements of applicable regulations or statutes, the Superintendent may take such action deemed necessary and appropriate after the completion of the investigation. The final disposition of the case will be by action of the Board of Trustees.

A substantiated charge against an employee of the District shall subject the employee to disciplinary action in accordance with any appropriate employee contract, up to and including discharge. A substantiated charge against a student shall subject that student to student disciplinary action including suspension or expulsion, consistent with the District's student discipline policy.

### **Due Process**

The constitutional rights assured to individuals includes the guarantee that no person shall be deprived of life, liberty or property without due process of law. Since students are recognized as "persons" under the constitution, a system of constitutionally and legally sound procedures have been developed for the administration of discipline in the schools.

A student shall be given an opportunity to contest any allegations leading to disciplinary action, or to contest the appropriateness of the sanction imposed by a disciplinary authority, or to alleged prejudice or unfairness on the part of the school district official responsible for the disciplinary action.

### **Grievance/Complaint Procedure**

The Student Grievance Procedure, as outlined in Lima School District Policy #1700, can be used when you feel the school has taken an action against you that is questionable or in violation of your civil rights. The process also covers things such as school discipline and acts by school staff which discriminate against you due to your race or sex. If you wish to use the grievance procedure, see the superintendent. The superintendent and guidance counselor will help you use the process.

### **Nondiscrimination Policy**

Lima Schools admit students of any race, color, national and ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of color, gender, marital status, religion, handicapping condition or national and ethnic origin in administration of its educational policies, admission policies, athletic programs or other school programs.

### **Sports - Gender Equity**

1. All services, benefits and privileges relating to athletics and extracurricular activities, including equipment, uniforms, supplies, medical care, insurance, transportation, per diem, laundry assignment of coaching and game officials, are provided without regard to race, national origin, gender or disability.
2. Opportunities for competing in athletics, including the numbers and types of sports offered, the length, placement, and continuity of seasons and the opportunities for males and females.
3. Team support for extracurricular athletics, including pep assemblies, school

announcements, rosters, programs, pep band, cheerleaders and drill team are the same for males and females.

4. Publicity and awards for interscholastic activities are made without regard to race, national origin, gender or disability.
5. Participation, eligibility, and scheduling of interscholastic activities and practice times will be made without regard to race, national origin, gender or disability.

### **Physical Examinations**

All students participating in athletic extra-curricular activities must have a physical examination before they will be permitted to practice or play. This examination must be certified by a physician and shall be in effect for the current academic year.

### **Extra-Curricular and Athletics**

Please refer to the Lima School Athletic Handbook and Extra-Curricular Student Contract for any information regarding Athletics and Extracurricular activities. This handbook is available on the school website [www.limaschoolmt.org](http://www.limaschoolmt.org).

### **Activity Fee/Driver's Education Fee**

Each student athlete is required to pay a \$40 activity fee before their participation in their first athletic contest. All students can pay the activity fee regardless of athletic participation. There are also adult (\$60) and family activity fee (\$200) options available. This activity fee allows the student admission into all home athletic contests. Driver's Education students will be assessed a driver's education fee of \$150 due at the beginning of the driver's education class.

### **Varsity Lettering Requirements**

1. Student athletes must be eligible for the entire season and meet the lettering requirements of each sport to receive a letter.
2. Students transferring in during the middle of the season will only have to meet the lettering requirements to receive a letter in any sport.
3. In boys and girls basketball, an athlete must play in 22 varsity quarters to earn a letter.
4. In football, an athlete must play in 11 varsity quarters.
5. In volleyball, an athlete must play in six (6) matches.
6. In track, an athlete must place at District in an individual event or tie or exceed an individual school track record.
7. All athletes must complete the season and fulfill other requirements established by individual coaches.
8. In the case of injury or other extenuating circumstances, lettering will be at the discretion of the coaches.

### **Other Activities**

1. Class meetings or activities must be approved by the class sponsor.
2. A sponsor must attend class meetings.
3. Activities must be planned at least one week in advance.
4. An activity request form must be filled out and channeled through the class sponsor for approval.

5. Dances require three chaperones, one of whom must be a teacher.
6. Clean-up is the responsibility of the sponsoring unit.
7. The doors are to be locked 45 minutes after the start of the dance, and late admittance must be arranged in advance.
8. Once a student leaves a dance, they are not allowed re-admittance.
9. High School students are not allowed at Junior High dances, and Junior High students are not allowed to attend High School dances.
10. Class sponsors need to approve all purchases and expenditures for their organization/classes.
11. These activities, including Prom, do not require academic eligibility.

### **Senior Trip Policy**

1. A minimum of two chaperones must accompany the class on the scheduled trip.
2. If the class is a heterogeneous mix, there must be a chaperone of each gender.
3. Under normal circumstances at least one of the senior class advisors will serve as a chaperone with the other chaperone preferably being another faculty member or parents of a senior class member.
4. Should an unusual circumstances arise i.e., designated class advisor becomes ill, etc., the senior class is obligated to find a willing faculty member, administrator, or school board member to serve as a chaperone with an accompanying parent.
5. If the bus driver fits either of the categories stated in (2) or is approved by the administration they could also serve as a chaperone.
6. No teacher will be mandated to serve as a chaperone on the trip.
7. Chaperones will meet with the administration no later than one week prior to the scheduled trip to go over the rules and protocol for the trip.
8. If at least one of the chaperones among the advisor, faculty, administration, or school board categories cannot be found, there will be no trip.
9. School personnel who volunteer to serve as a chaperone will not lose any leave days.
10. Senior trip locations/agendas must be approved by the Board of Trustees two board meetings before the date of the proposed trip.
11. In order to participate on the senior trip a senior must be academically eligible in all current classes.

### **Rules of Conduct for School Activities**

1. No meeting or activity is to be held without a coach/advisor present. This pertains to both school time, before and after school and weekends.
2. It is suggested that the sponsor require students to dress to a higher standard than the school dress code requires, but all students must dress according to the school dress code.
3. When staying overnight, the time at which students are to be in bed must be specified to the students.
4. There must be check points during the day at which time the sponsor or designated chaperone meet with students to determine if students are conducting themselves as they should.
5. Students are prohibited from having controlled substances (alcohol, tobacco, prescription or non-prescription drugs) in their possession at school or on away trips. ~This rule is not intended to apply to the use of prescribed drugs, under a Doctor's supervision when those

drugs are used in the prescribed manner. Possession is defined as the use of a prohibited substance, having a prohibited substance in personnel possession, or knowingly (as defined as a reasonable prudent person would know) being present at a function or gathering at which a prohibited substance is illegally used.

6. The sponsor shall check the bus after each unloading of students. Students are to put all paper, cans, etc., in waste cans or boxes.
7. Bus rules apply to all students on the bus.
8. All serious deviations at any phase of a trip shall be reported to the Superintendent. The Superintendent reserves the right to bar students from future bus trips, and to take other disciplinary action as is deemed necessary.
9. Students are to use good judgment in regard to their conduct at all times while on a trip, and to represent themselves so as to bring praise to Lima Schools.
10. Students will be held responsible for being on time.
11. Students must travel to and from away games, meets, and activities on the team bus/van. However; students may leave with a parent/guardian at the conclusion of their contest. It is the parent's responsibility to personally tell his/her son/daughter's coach that the student will be going home with the parent and sign them out with the coach on the provided trip form. Please make sure that you only approach the coach/advisor after the students and coach have completed all post activity meetings! No students will be permitted to ride with any other adult, student, or to drive to or from away games unless a note is given to the office 24 hours in advance. At no time shall a student be allowed to ride with another student. All bus regulations will be followed. Before and after the event, students must remain in the building or under the bus port. No student is to be on the bus at any time unless supervised by a Lima School District Employee or authorized chaperone. Any exceptions must have written approval of the Superintendent and Athletic Director one day prior to the event. In the event that there is sufficient space on the bus (as determined by the coach) a parent, student, or community member may travel with the team. Requests for such arrangements must be approved by the Superintendent or designee 24 hours in advance of the departure time. Students traveling without adult supervision must be in grades 7-12. All riders are under the direction, not the supervision, of the designated coach or administrator. Discipline issues with non-participant riders will exclude these riders from future trips in the academic year.

### **Rules for the Playground**

1. Snowballs or rocks are not to be thrown on the school grounds.
2. Students are not to play next to the school buildings. Use extreme caution when playing around the glass doors of the gym foyer.
3. Students are not to play with high school athletic equipment without teacher supervision and permission.
4. Students are not to play on or under the football bleachers.
5. Tackle football or games such as camel are not permitted.
6. Water guns, sling shots, pea-shooters, etc. are not allowed.
7. Students are not to write on the building and other structures.
8. Bicycles are not to be ridden during school hours.
9. Students must get permission from the duty teacher to enter the building during the outside period if leaving the playground area for any reason.

10. Students will use all playground equipment appropriately.
11. In the absence of a rule that is not written down, the playground supervisor will make decisions that will assure the safety of all students.

### **School Lunch**

All students will be given the opportunity to apply for free or reduced lunches. Lunch prices for 2016-2017 will be \$2.00 for students in grades K-6 and \$2.25 for students in grades 7-12. Breakfast will be served from 8:05-8:20 for \$1.00 for all students.

Lima School has a closed campus. Students are not allowed to leave the campus during lunch times unless checked out and back in by a parent or guardian. The only exception will be open campus days approved by the school board.

Any rules dealing with portions, item selection, seconds, etc. are governed by current Federal School Lunch Program rules or Board policy, which takes precedence.

Throwing food, horseplay, putting food on the floor, or other forms of misconduct in the cafeteria will result in disciplinary action.

### **Telephone Use**

A student will not be called from, nor excused from, class for phone calls except in cases of extreme need or emergency. Students may use the hallway phone or office phone for school sponsored activity business by permission of the office staff. Phone use for personal business must be kept to a minimum.

### **School Visitors**

Student visitors may visit Lima Elementary/Jr. High/High School. They will not be allowed into classrooms during scheduled class times.

### **Conclusion**

This is your school, teams, and organizations. Be proud of your school, it's only what you make it. Be a good member of any organization you belong to - work for it to make it better for all. Support the Lima Bears. Again, Welcome Students and have a great year!

Handbook Verification

Students – You and your parents must sign this form and return it to the office as soon as possible. This will assure the school that you and your parents have received the student handbook Thank you.

I, \_\_\_\_\_ have been provided with a copy of the 2016-2017  
(Student)

Student Handbook.

I, \_\_\_\_\_ as a \_\_\_\_\_ of  
(Parent) (Parent/Guardian)

\_\_\_\_\_, have received a copy of the 2016-2017  
(Student)

Student Handbook.

**\*\*This copy of the form stays with your student handbook. The next page is the one that needs to be returned. \*\***

Handbook Verification

Students – You and your parents must sign this form and return it to the office as soon as possible. This will assure the school that you and your parents have received the student handbook Thank you.

I, \_\_\_\_\_ have been provided with a copy of the 2016-2017  
(Student)

Student Handbook.

I, \_\_\_\_\_ as a \_\_\_\_\_ of  
(Parent) (Parent/Guardian)

\_\_\_\_\_, have received a copy of the 2016-2017  
(Student)

Student Handbook.

**PLEASE RETURN TO THE OFFICE AS SOON AS POSSIBLE SO THAT WE CAN VERIFY YOU HAVE RECEIVED A COPY OF THIS YEAR'S STUDENT HANDBOOK.**

**THANK YOU**